



Job title: Operations and Events Manager
Supervisor: Director of Community Engagement
Location: Remote, Washington DC or Philadelphia preferred
Travel Requirements: 10-15% Travel

About Impact

Indian American Impact (“Impact”) is a national organization that elevates the voices of Indian Americans, South Asians, and all historically excluded communities to ensure that every level of government reflects the diversity and values of the people it serves. We envision an inclusive, multi-racial democracy where the Indian American, South Asian, and all historically excluded communities are represented, empowered, and engaged in the pursuit of equity and justice in America.

Position Summary:

The Operations and Events Manager (“Manager”) will be a collaborative and dynamic leader who will lead and execute Impact’s key events including its annual Summit and Diwali events as well as a diverse portfolio of in person and virtual events for stakeholders and community members. Reporting to the Director of Community Engagement, the Manager will work cross-department to ensure the successful planning and coordination of initiatives and events, producing events from conception through to completion. Additionally, the Manager will provide support to budget and expenses administration and human resources processes.

Duties and Responsibilities:

Event management and production (75%)

- Draft, manage, and finalize project plans, budgets, timelines, deployment schedule and oversee execution of all related tasks for key Impact events
- Serve as key logistics lead, developing and managing processes for tasks such as agenda creation, table assignments, and check-in processes
- Procure proposals from venues and vendors based on event and help Impact secure the best possible vendors at the best possible rate
- Manage and oversee all third party vendor relationships, including but not limited to, photography/videography, catering, hospitality, production, branding and design
- Draft invitations, event memos and talking points for speakers and distinguished guests
- Coordinate travel arrangements with VIP speakers, performers, guests and their staffs
- Create feedback loops to ensure staff and stakeholders are providing feedback pre, during, and post-event



Budget & Expenses Administration (15%)

- Maintain Impact's cashflow and budget projection spreadsheets
- Record, track, and process Impact's expenses, working with compliance team and department heads to ensure projections are accurate and up-to-date
- Ensure all invoices, requests, and other relevant documents are organized and saved in an appropriate manner, verifying accuracy of expense requests before payment is approved
- Coordinate logistical needs for events and day-to-day expenses for staff and office or event operations
- Oversee Impact's timekeeping and cost-sharing processes and documentation

Human Resources support (10%)

- Work with Impact's leadership and compliance team to ensure that employees are effectively offboarded and onboarded
- Work with Impact's compliance team and payroll processor to ensure that payroll is approved and sent out in a timely manner
- Obtain W9s and other relevant documents from vendors when appropriate
- With input from the leadership team, support with creating Impact's talent recruitment and benefits strategies

Ideal Qualifications:

The Events and Operations Manager will be a highly detail-oriented leader with at least 5-7 years of experience in event planning, project management, and/or operations support. Other desired attributes, competencies, and skills include:

- Demonstrated skill and passion for building political power in underrepresented communities
- Motivation to join a young organization that is seeking to build influence and political power for South Asian Americans
- Ability to take initiative and manage the execution of large-scale projects
- Strong strategic planning and organization skills, moving well from high-level strategy to implementing details
- Comfort with ambiguity and working in a startup environment
- Ability to build relationships and proactively and diplomatically solve problems
- Exceptional interpersonal, written, oral, and presentation skills
- Experience in managing and tracking multiple project budgets
- A commitment to learning and growth and a desire to grow as a professional through this experience with a collaborative and positive attitude

Culture and Compensation

At Impact, we believe that one of the best ways to invest in our mission is to invest in our team. We offer competitive salaries and a benefits package for full-time employees that includes full healthcare and dental coverage, 401(k) with employer match, unlimited paid time off plus national holidays, 12 weeks paid family leave,



and a professional development stipend. The Operations and Events Manager will be employed as a full-time employee with a salary range of \$65,000 to \$80,000.

How to Apply:

To apply, please complete the form at **www.iaimpact.org/careers** and include a resume and cover letter. We will review applications on a rolling basis until filled.

Impact is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to gender, disability, race, age, national origin, color, creed, sexual orientation, sex (including marital and parental status), gender identity and expression, religion, economic status, ethnic identity, or veteran's status.